

BOARD OF DIRECTORS – ACTION SUMMARY
Thursday, April 10, 2008 – 6:00 p.m.

Administration Building – Board Chambers
2101 Hurley Way, Sacramento, CA 95825

CALL TO ORDER

The meeting was called to order by President Trujillo. Board Members present: Engellenner, Goold, Granados, Jones, Kelly [arrived 6:15 p.m.], Lawson, Trujillo, Valley. Director Clark, absent. Staff: Fire Chief Mette, General Counsel Margarita, Board Clerk Tilson.

PLEDGE TO FLAG

METRO CABLE 14 ANNOUNCEMENT

The open session Meeting is videotaped for cablecast on Metro Cable 14. Replay on Saturday, April 12 at 1:00 PM and Monday, April 14 at 6:00 PM on Channel 14; Webcast at www.sacmetro cable.tv. A VHS copy is also available for checkout from any library branch.

**PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN
DISTRICT JURISDICTION INCLUDING ITEMS ON OR NOT ON THE AGENDA**

CONSENT AGENDA:

1. Board Meeting Action Summary—March 27, 2008

- **Board Action:**
Granados/Lawson—approve the Consent Agenda. ROLL CALL: Directors Goold, Granados, Jones, Lawson, Trujillo, Valley, AYE. Director Engellenner, abstaining. Directors Clark, Kelly, absent. Motion carried.

ACTION ITEM(S):**1. Permit Fees For Fireworks Displays and Special Public Events—
(Fire Marshal Mike Stewart)**

- A request to discontinue the waiver of applicable fees or costs associated with fireworks displays and other public events was presented. The Ordinance containing the fee schedule allows the Fire Chief to waive these fees when it is in the best interest of the District.
- The District has waived fees for public displays since the inception of the fee ordinance. The original intent was to provide a fee waiver for nonprofit organizations providing public fire works displays for celebratory events or entertainment of the general public but has been extended to various activities.
- Currently the District is not recovering its cost for fire inspections and standby at fireworks shows. The cost of the public displays range from a minimum of \$374.00 to a maximum of \$1,028.50. There are around 11 large public/private fireworks displays conducted within the District boundaries with an anticipated cost recovery of \$11,313.50.
- Staff recommends that the Board authorize the Fire Chief to discontinue the waiver of fees for fireworks public displays and other public events in which the cost would be in excess of \$200.
- **[Director Kelly arrived at 6:15 p.m.]**
- Director Lawson stated this was considered by the Policy Committee and referred to the full Board with a recommendation for approval.
- **Board Action:**
Granados/Jones—approve the staff recommendation for discontinuing the waiver of fees. ROLL CALL: Directors Engellenner, Goold, Granados, Jones, Kelly, Lawson, Trujillo, Valley, AYE. Director Clark, absent. Motion carried.

2. Job Descriptions—(Mette)

- **Safety Technician**
- **Air Operations Manager**

- Currently the District has a position for Logistics Technician assigned to work in and for the Logistics Manager. In the past, Logistics assigned a position to Safety to assist in the logistical functions of the Safety Division. Staff recommends a new position be created that is assigned to the Safety Division to handle the logistical functions in addition to various other safety related tasks.
- The District also has a position of Air Operations Manager staffed by a Captain assigned to Special Operations. No formal Job description exists. Within the Air Operations report to the Board from Art Negrette, there was a recommendation to formalize the position. This job description accomplishes that.
- Both positions are currently filled by personnel with other job descriptions. Once these job descriptions are formalized a process will be held to fill the position. The Safety Technician is a full-time position. The Air Operations Manager is also a full-time position, but due to budget concerns it will be filled on a seasonal basis only at this time. The season is currently April – November or Fire Season. The Air Operations Manager will be filled by a Line Captain being reassigned and that position will be backfilled through overtime. The Safety Technician will be filled by an internal employee and there are no plans to add another employee to the mix. In keeping with the budget situation, personnel will be moved around and no new positions added.
- Director Lawson stated both job descriptions were moved out of the Policy Committee to the full Board with a recommendation for approval.
- Staff recommended approval of the job descriptions for Safety Technician and Air Operations Manager.
- **Board Action:**
Engellenner/Granados—approve the staff recommendation. ROLL CALL: Directors Engellenner, Goold, Granados, Jones, Kelly, Lawson, Trujillo, Valley, AYE. Director Clark, absent. Motion carried.

3. Disposal of Excess Helicopter Parts—(Mette)

- Battalion Chief David Brown, Special Operations, provided an example of a helicopter part that needs to be destroyed and referred to a list of small items identified by the District mechanic on contract from DynCorp.
- The District received a letter on January 29, 2008, from the Department of General Services, Federal and State Surplus Property Program, authorizing the destruction of parts or disposal as deemed fit.
- In response to Director Goold, Chief Brown stated the items have a minimal scrap value. The larger parts have a value and are being reserved.
- Fire Chief Mette stated the manner in which the helicopters were obtained requires the District to officially surplus everything out.
- Staff recommended the Board approve these parts as excess and authorize staff to dispose of the excess helicopter parts as appropriate.
- **Board Action:**
Kelly/Jones—approve the staff recommendation. ROLL CALL: Directors Engellenner, Goold, Granados, Jones, Kelly, Lawson, Trujillo, Valley, AYE. Director Clark, absent. Motion carried.

4. Resolution No. 40-08 – CalPERS Contract Amendment—(Sponable)

- A Resolution authorizing a correction to the amendment to the contract between the Board of Administration California Public Employees' Retirement System and the Board of Directors Sacramento Metropolitan Fire District.
- It was the intent of the Sacramento Metropolitan Fire District, at the time of the mergers, to remove any exclusions pertaining to predecessor agencies regarding hourly rated/hourly basis employees and Resident Fire Fighters for the purpose of employees buying back service credit. It has come to the attention of the District that the Arcade Fire District exclusion of these positions has not been removed. Therefore, the California Public Employees' Retirement System has drafted the following resolution to correct the error in the contract.
- There can be a significant cost to the District related to the hourly employees or Resident Fire Fighters purchase of service credit.
- Fire Chief Mette stated there may be a potential of 10-20 people but all may not apply.

- General consensus for approval based on the issue of fairness.
- Staff recommended passage of the proposed resolution.
- **Board Action:**
Jones/Valley—adopt the resolution. ROLL CALL: Directors Engellenner, Goold, Granados, Jones, Kelly, Lawson, Trujillo, Valley, AYE. Director Clark, absent. Motion carried.

**5. Bid Award – Purchase 7 LP-12 Heart Monitors From Medtronic—
Battalion Chief Arend)**

- Metro Fire has been using the Medtronic LifePak 12 as the standard heart monitor for the District since 2001. Each engine, truck and medic is equipped with an LP12 as part of the standard EMS equipment inventory. As we expand our EMS delivery through the addition of medics and other emergency apparatus, the District needs to provide the new apparatus with the required EMS equipment, which includes the LP12 heart monitor. In addition to all frontline apparatus using the LP12, it is used in training facilities and spares are kept on hand in the Battalion caches.
- On April 26, 2007 the Metro Fire Board of Directors approved the purchase of 7 LP12's. The purchase was never completed due to a "hold" being placed on the sale of LP12's. This hold was a voluntary suspension of sales by Medtronic Inc., parent company to Physio-Control, maker of the LP12. A combination of reasons, including concerns about quality control systems, market downturns, and other economy related concerns were cited by Medtronic. Late in 2007, Physio-Control resumed limited sales of some products to emergency care providers. Physio-Control is expecting to be back to full shipments by April 30, 2008. The April 30 resumption of sales raises concerns of our order getting bogged down in a backlog of orders. Industry rumors indicate sales may resume sooner than the estimated April 30 date. Medtronic is the sole provider of the LP12 heart monitor, which is the standard Metro Fire uses. Used LP12 monitors can be purchased through other vendors, however we have determined that Medtronic will provide Metro Fire with new LP12's at a cost that is less than the cost of used monitors. Metro Fire can get this low cost price by tagging on to the current Los Angeles City Fire Department contract with Medtronic for LP12 heart monitors. The opportunity to purchase these LP12's at the LA City FD price is closing quickly.

- The original fiscal impact of this proposed purchase in April 2007 was \$127,082 and included additional batteries, charging stations and a two-year maintenance agreement. The current fiscal impact of this purchase is \$85,521.45, a savings of \$41,560.55. The difference in price is due to a \$21,000 credit for seven trade-in defibrillator/monitors, and the deletion of the 2-year maintenance agreement. There is no savings in buying the maintenance up front. A maintenance agreement is in place for the current inventory of LP12's and these additional 7 LP12's will be added to that maintenance agreement. The EMS Division has funds in the fiscal year 2007-2008 budget to make this purchase.
- EMS Division staff recommends that the Board declare the seven obsolete trade-in defibrillator/monitors as surplus and approve the purchase of the seven LP12 heart monitors from Medtronic.
- First motion to approve the purchase was rescinded following discussion on a need for Legal Counsel to review the current contract prior to the purchase.
- **Board Action:**
Kelly/Granados—approve the staff recommendation and purchase of the LP-12 heart monitors from Medtronic pending review and approval of the contract by legal counsel. ROLL CALL: Directors Engellenner, Goold, Granados, Jones, Kelly, Lawson, Trujillo, Valley, AYE. Director Clark, absent. Motion carried.

PRESENTATION ITEMS(S):

[Taken out of Order After Consent Items]

1. Firefighters Burn Institute—(Patty Neifer)

- Patty Neifer of the Firefighters Burn Institute distributed two reports on the "Fill the Boot for Burns" Boot Drive. The first report itemized the contributions raised by participating organizations in the 2008 Boot Drive. Donations collected at the Citrus Heights location totaled close to \$130,000. The grand total was over \$520,000. The second report acknowledged over 81 Sacramento Metro Fire volunteers who participated in the fundraiser.
- The Firefighters Institute started a new annual event as part of its Boot Drive known as "Fill the Boot for Burns Chiefs' Challenge." Seven Fire Chiefs participated for a two-hour period to shake the boots and raised \$10,350 in donations. Extended special thanks to President Trujillo for his advance donations and support of the Sacramento Metro Chiefs' Challenge and to all Board members for previous and present support of all the Firefighters Institute events.

Ms. Neiffer presented the Sacramento Metropolitan Fire District with a revolving perpetual trophy for the 2008 Chiefs' Fill the Boot Challenge in recognition of Fire Chief Don Mette who raised \$5,145.

- President Trujillo thanked Ms. Neiffer for her outstanding work for the Burn Center.
- Director Lawson stated as a United Way representative that the Burn Institute is a certified agency which means its cost of doing business is very low and the dollars donated go directly into the services.

**2. Sacramento Regional Fire/EMS Communications Center re:
Preliminary Study Report From City of Sacramento on Moving
The Communications Center—(Penny Adams/Eastman)**

- Deputy Chief Eastman gave a PowerPoint presentation with a comprehensive analysis of the 11-page Preliminary Study distributed to the Board from the City of Sacramento with a proposal to move the Sacramento Regional Fire/EMS operation into the Sacramento Police Department Communications Center as a supported tenant.
- Provided a side-by-side comparison of both facilities to include:
 - The 2,478 square feet proposal is 30% smaller than the existing Comm Center which has an additional 40% potential for growth/expansion.
 - The current CAD system and personnel are in place. The City is recommending its "Versaterm" fire computer aid dispatch system used by the law enforcement, which is incompatible for our use.
 - The current Comm System has two IT personnel. Suggesting three additional positions at a cost of around \$355,000 if there is a new CAD system. With the City plan, we would be required to provide sufficient funding to hire 7-8 Information Technology positions at a cost of \$744,000.
 - Current JPA facility is owned. The City proposes an agreement for payment of \$300,000 per year for 2,478 square feet; additional cost for supporting services such as shared HVAC, water, electricity, sewer, and custodial services to be factored into an aggregate lease rate; and a lease term of no less than five years.
 - Attachments pertaining to the Sacramento Regional Fire Communications costs included a Summary of non-recurring expense estimates for initial move-in and operation; Summary of recurring annual expense for operations; detail related to Fire CAD expenses and IT infrastructure purchase/installation; detail related to radio, telephone, and dispatch/telephone console expenses; and detail related to IT personnel.

Fire JPA Dispatch – Tenant Projected Expenses of approximately \$4,400,500 for a potential move and Recurring Expenses of \$1,445,281. Figures shown were felt to be underestimated.

- Penny Adams, JPA Comm Center Manager, presented background history stating the last two weeks were spent compiling her own cost figures that will be provided in the JPA Board Workshop packet for April 21. The City suggested if they did not have enough information, the meeting may be cancelled.
- Director Valley recalled that this started because the City was short on funds and decided to leave the JPA and go into the new facility. It is a win-win situation for us to stay with the current Comm Center. Not in favor of moving but would like to encourage the City to stay.
- Director Goold encouraged looking at all options and continuing dialogue, to include the Sheriff's Department.
- Deputy Chief Eastman stated their goal tonight was to share their interpretation of the document and to see if the Board concurred or had some additional comments to bring to the workshop meeting.
- In response to Director Jones on the question of what happens to boundary drop dispatch if the present JPA Dispatch starts to come apart, Ms. Adams stated this discussion has not occurred to her knowledge. Encouraged all agencies involved in this to take a strong look at the public service delivery system in place and working and continue to strive for a combined JPA.
- Ms. Adams stated part of the JPA contract provides that an agency has an opportunity to withdraw once a year if written notice is given by April 1st but that deadline has passed. The City did let the Comm Center know they will be staying for another year.
- Appreciation was extended to Deputy Chief Eastman, Penny Adams, and Director Valley for tonight's discussion.

3. Final Report by ViP Consulting on Information Technology Division Evaluation—(Catherine Baganz)

The Technical Services Assessment report was distributed to the Board with a PowerPoint presentation by Ms. Baganz on the update of the IT Division evaluation, to include:

- Project Status: Observations, impacts and recommendations were documented.
- Core Skills and Training Requirements were assessed and compared to the job descriptions and the role performed, as well as to the actual service expected to be provided. It was observed that each staff member was capable and proficient in performing their role.
- Increase in Services Provided. For example: 6 servers in year 2000 – now 23 in the current year.

Observation: Due to changing technologies, the services provided by the IT portion of the Technical Services Division have increased significantly over the last five years with only a one-person increase in staff from five to six personnel.

- Recommendation for hiring additional staff to ensure projects such as:
 - The XP deployment
 - Implementation of web-based e-mail
 - Updates on Plan Check
 - Creation of an Emergency Plan for the division
 - Installation of VoIP and other initiatives
- Areas covered were process improvements from Technical Services provided to Sacramento Metropolitan Fire; systems; staffing; and service improvements.
- The creation of an emergency plan for the Technical Services Department entails analyzing and prioritizing services that would be impacted in the event of natural disasters, etc., with plans for restoration.
- Final Report contains approximately 25 recommendations – an Executive Summary will be provided. Presentation anticipated on April 24.

PRESIDENT'S REPORT—(Trujillo)

- None

FIRE CHIEF'S REPORT—(Mette)

- Fire incident report – 4 working structure and 7 grass fires since the last Board meeting.
- March 29, 2008 – Last Fire Chief's Open Forum held at Rancho Cordova City Hall.
- Promotions effective April 15, 2008: Battalion Chief Monty Ernst, Captain Mike Lozano, Captain Phillip Lopez, Captain Craig Henderson, Engineer Erik Matteoli, and Engineer Ryan Manfredi.

Promotions effective May 1, 2008: Captain Adam House, Engineer James Lee.

- Cap-to-Cap – Returned last night from Washington, D.C.
- April 10, 2008 – Leaving tonight for the Fire Districts Association Meeting at South Lake Tahoe, returning on Saturday.
- Update on Assembly Bill #2278 – met with the League of Cities, CSAC (League of Counties), and Cal LAFCo. Have been in contact with Ralph Heim. Bills under discussion right now deal with money. In about two weeks, non-monetary bills will be considered and this bill is scheduled to be heard April 30.
- "Shave the Heads" for Captain Peterson was held at Station 21 with about \$10,000 raised. Around 400 people showed up for the event. The money will go to the Citrus Heights "Relay for Life" for the Metro Fire Team and any additional money that can be raised for the event in June.

- **SUPPORT SERVICES DIVISION REPORT –**
Deputy Chief Jim Eastman updated the Board on the various divisions:

Community Services –

Smoke alarm event in Orangevale; Blight Busters event in the Mills Ranch West area; Every 15 Minutes event at Center High School.

New Construction – Project Manager Pat Monahan

Station 29 progress is continuing. Approximately 35% completion.

Station 61 demolition should be concluded within the next 20 days.

Facilities Division –

Station 106 will be substantially completed April 11, 2008; work to commence on Station 109 showers; Steve Borglund, Facilities Technician, will be attending Milnor Extractor Training in New Orleans next week; Station 58 paving improvements completed.

Community Risk Reduction – Mike Stewart / Steve Broderick

Fire Prevention Bureau participated in Blight Busters and Smoke Detector Programs; attending several community meetings in the near future; weed abatement starting May 1; Opti-solar project progressing; attending Legislative Days at the end of the month.

Arson Investigators –

Dealing with ten incidents – two identified as accidental.

Fleet Division –

The last Type 4 Grass Unit was delivered last week from Placer Fire Equipment. Priority to put in service for the grass season.

Logistics Division –

Wildland jackets modification – approximately 40 every week; California Air Show at Mather Field went well with complimentary comments; Logistics warehouse was used as a training site for Battalion 14.

Information Technology –

Proceeding with the cell phone issue; Windows XP project continuing with anticipated release of an intranet site by the District.

GENERAL COUNSEL'S REPORT—(Margarita)

- None.

COMMITTEE AND DELEGATE REPORTS:**Executive Committee—(Trujillo)**

Next Meeting: TBD

Communications Center Delegate—(Valley)

- Workshop: April 21, 2008 – 10:30 AM
- Next Meeting: April 29, 2008 – 10:30 PM

California Fire & Rescue Training Authority—(Kelly)

- Reported on last meeting.
- Next meeting: June 4, 2008 – 10:00 AM

Finance Committee—(Jones)

- Reported on today's discussion of a financial workshop for the full Board:
 - Focus on retiree medical
 - Board Clerk Tilson to contact the Board on availability of Saturdays in May
 - Training site to be included dependent upon timing needs
- Next meeting: May 8, 2008 – 5:00 PM

Policy Committee—(Lawson)

- Next meeting: April 24, 2008 – 5:00 PM
 - Cost Recovery Policy to come back before the Committee for referral.

BOARD MEMBER QUESTIONS AND COMMENTS:**Goold:**

- Congratulated the employees who were promoted.
- Requested an e-mail update on when the flag is lowered at stations to respond to calls.

Fire Chief Mette stated we can do that.
- Impressed with the Public Service Announcements. These are things that help reduce some of the demands placed on this agency. The more the public can be educated about the appropriate use of 9-1-1, it is appreciated by the medics and others. Need to continue even though there are budget issues.

Jones:

- Thanked Director Valley, Deputy Chief Eastman, and Communications Center Manager Penny Adams for keeping the Board in touch with potential developments in our communications system. Strongly encouraged the Board and other agencies to take a long-term approach for success.

Granados:

- Thanked Patty Neiffer for her work with the Burn Center. It is a tribute to all of the Metro folks with the Fire Chiefs' Challenge Award for this first year. Also Director Trujillo who had a lot to do with the project.
- Relative to the Comm Center, we are in challenging financial times. For the long-term, need to make sure we take care of Sacramento Metro.
- Commended everyone for a great job on saving money. Looking at significant long-term monies for the general obligations for retiree health care in addition to the pension obligation bonds. The fact that we are doing something now will save us in the long-term.
- Commended the Board for taking action tonight to do the right thing for the hourly and resident firefighters.
- Congratulated the personnel being promoted.

Kelly:

- Attended the Cap-to-Cap and worked on various committees representing the Building Trades. Enjoyed hearing about the Economic Development Team and Homeland Security from Fire Chief Mette.

Lawson

- Echoed appreciation to the Burn Institute and the work they do in the community. Regarding solicitations by telephone to participate in fire or police support, emphasized the importance of donating to a recognized and certified agency such as the Firefighters Burn Institute which does a lot of good because its administrative costs are low and ensures that all the dollars go back to servicing the community.
- Thanked staff for their reports. Assured the public that we are focusing on providing the best service possible and watching the budget as close as we can to make sure the emergency response actions are served.
- Thanked the emergency response staff for all the work they do in the community.

Valley:

- Appreciated everyone pulling together for the Burn Institute and the fact that Fire Chief Mette got a trophy. The most important thing is the demonstration of our involvement.

Trujillo:

- Thanked Vice President Lawson for filling in at the last two Board meetings while he was away on business in Washington.
- Thanked staff for their excellent reports.
- Congratulated employees who were promoted.
- Commended Patty Neiffer and her staff for their work with the Burn Center. .
- This District has the finest men and women in the Fire Service and extended his appreciation.
- Acknowledged Jessie Fagan, a new employee.

Monahan:

- A lot has been said about the Burn institute and its service. He especially wanted to commend Michael Daw and Forrest Rowell, the two people who stay up in the basket the entire time for the event.
- Congratulated the recent employees promoted and the retirees.
- Couple donations: the head shaving event raised over \$10,000 as a result of Captain Jim Peterson going through his troubles with his illness. Also another recently hired individual in Facilities, over 700 hours were donated while he is going through his treatment just showing the generosity of our firefighters towards their brothers and sisters.
- Engineers exam had over 40 candidates and finished today. Scores will be processed and a list established.
- Thanked the Board support for its support.

[Director Engellenner departed at 7:30 p.m.]

RECESS TO CLOSED SESSION 7:40 PM

[Taken out of order after President's Report]

RECONVENE TO OPEN SESSION 7:45 PM

CLOSED SESSION GOVERNMENT CODES:

Report by Associate General Counsel Chavez:

1. CONFERENCE WITH LEGAL COUNSEL-POTENTIAL LITIGATION

Significant Exposure to Litigation Pursuant to California Government Code Section 54956.9(b) – One (1) Case

Claim Against Public Entity Pursuant to Government Code Section 910
Louise Judkins vs Sacramento Metropolitan Fire District

The Board heard evidence and voted unanimously by members present to reject the claim and refer it to the District insurance carrier.

ADJOURNMENT – The meeting adjourned at 8:15 p.m.

Ray Trujillo, President

Gregory A. Granados, Secretary

Charlotte Tilson, Clerk of the Board